State of Nevada

TRAVEL EXPENSE REIMBURSEMENT CLAIM

(SEE STATE ADMINISTRATIVE MANUAL 0200 FOR TRAVEL REGULATIONS)

Name Officer ABC			I declare under penalties of perjury that to the best of my knowledge							
Internal ID		XXXXX	this is a true and correct claim in conformance with the governing statutes and the State Administrative Manual and its updates. X I do not have a travel advance							
Department & Division		NDOC	I do have a travel advance from my agency or State Treasurer							
Official Station		NSP								
			Signature of Traveler							
Transportat	ion Codes:		Agency Approval							
P - Plane		X - Passenger in Car								
PP - Private	e Plane	PT - Public Trans: Subway, City Bus	Traveler is:							
PC - Private	e Car	SC - State Car: Motor Pool or Agency Car	X State Officer or Employee							
OT - Other*	: Limousine, Taxi, S	Shuttle, Rental Car, Inter-City Bus, Railroad	Board or Commission Member							
Miscellaneo	us Codes:		Independent Contractor Whose Contract							
A - ATM Fee	s* I - Incidenta	al Expense PA - Parking	Provides for Travel							

	Destination		Travel		Transportation			Miscellaneous		Daily Expenses			
	and	Time			PC/PP		Expenses			Meals		Lodging	For
Date	Purpose of Each Trip	Started	Ended	Code	Mileage	Cost	Code	Cost	В	L	D	Louging	Day
1/1/2003	Escaped Inmate DOC xxxxx	7:00AM	7:00 PM	PC	108	38.88				6.50	14.00		59.38
	Carson City to Lovelock					0.00							0.00
						0.00							0.00
						0.00							0.00
						0.00							0.00
						0.00							0.00
						0.00							0.00
						0.00							0.00
						0.00							0.00
						0.00							0.00
						0.00							0.00
						0.00							0.00
						0.00							0.00
						0.00							0.00
						0.00							0.00
						0.00							0.00
													0.00
Total of the	nis Claim												59.38
Less Travel Advance Received from the Traveler's Agency or State Treasurer:													0.00
Balance Due to Traveler:													59.38

*Receipts are required for:

"Other" transportation expenses ATM and bank transactions Out-of-state hotel & transportation expenses Traveler is personally liable for repaying advances and Travel Card charges.

This form is used for the State to reimburse the traveler and must be submitted within one month of completion of travel unless prohibited by exceptional circumstances (SAM 0220.0).

Form: TE Revised: Jan. 2002